



Effectively Participating in the Land Use Process in the City of Stayton

Participating in Land Use Decisions

The City of Stayton encourages, promotes, and uses citizen input in its decision making. An important way that you can influence land use matters in the City of Stayton is to provide comments on a proposed land use action.

Your participation in the land use decision making process does not guarantee that the final decision will be the one that you favor. However, by providing input you ensure that your opinion is heard and considered by decision makers. Different land use decisions allow for different types of input. Some decisions permit only written comments, while public hearings allow both written and oral comments. Comments about a land use decision are considered testimony.

Preparing Testimony

- **Know what you want to say.** Be sure of your facts when presenting or preparing comments. Stick to the issues and criteria of the application. Testimony that does not address the issues and criteria for approval will not be considered by the decision makers.
- **Use your own words.** You will be most comfortable and effective when using clear, direct language. Do not feel you need to use legal jargon when preparing your comments.
- **Be complete, but concise.** Decision makers are generally overloaded with information. They appreciate short, concise messages.
- **Be courteous and polite.** Personal attacks toward any participants, including those running the meeting, city staff, the applicant, or any audience members, tend to draw attention from the important points you wish to make.

Additional Tips for Oral Testimony

- **Know what to expect at the hearing.** Many people find a public hearing intimidating. You may want to consider attending another Planning Commission or City Council hearing to know what to expect. Call the Planning Office to determine if there may be a time limit for your presentation.
- **Consider visual aids.** Visual aids may be useful. An overhead projector is available in the hearing room. Make sure your visual aids are appropriate and readable.
- **Distribute copies of your testimony.** If you are providing oral testimony, it is helpful to the hearing participants to review a copy or outline of your comments. This may be a good strategy for expanding on limited time at the podium. Some testifiers deliver a shorter version of a longer piece that they hand out.

Other Presentation Suggestions

Here are some other suggestions for effective delivery of your testimony:

- Maintain eye contact with the hearing body, not staff.
- Speak clearly and loudly so your testimony can be heard.
- Try not to repeat information that has been adequately addressed by another testifier, but feel free to state your concurrence.



For Further Information

Planning Department:

The Planning Department processes land use applications that are reviewed at a public hearing. Some other land use applications are processed at the staff level by the City Planner.

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Rules of Procedure for Public Hearings on Land Use Issues

The Stayton City Council and Planning Commission have adopted rules for the conduct of public hearings on Land Use applications. The Rules may be obtained at either City Hall, the Planning Department or at the Planning Department's page of the City's website: www.staytonoregon.gov

Land Development Code:

Stayton's land development regulations may be reviewed at.

- Planning Department
- Stayton Public Library
- www.staytonoregon.gov (click on document center)

